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OFFICE OF TRAINING

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COURSE: BIC(I)

SUBJECT: Dissemination of Intelligence HOURS: 50 min.

METHOD OF PRESENTATION: Lecture INSTRUCTOR: [redacted] 25X1A9a

OBJECTIVES OF INSTRUCTION: To discuss dissemination of intelligence as part of the cycle involved in the production of finished intelligence from raw information.

SUMMARY OF PRESENTATION: This lecture begins with a definition of the term "Intelligence Dissemination" and discusses the principal considerations to be observed by the Disseminator. The media used for disseminating intelligence are reviewed with reference to the various types of intelligence. Dissemination practices which are common to all intelligence producing agencies are described as well as the basic guides and special collection requirements which facilitate the dissemination process. The latter part of this lecture is devoted to CIA procedures for dissemination some of which are unique within the intelligence community.

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OUTLINE

I Definition:

The most significant intelligence is of no value until it is placed in the hands of those who can relate it to operations, plans or policy formulation. The act of doing so is called Dissemination. It may be defined as the process whereby partly or fully evaluated intelligence is furnished on a timely basis, to those having a recognized "need-to-know" for the better accomplishment of their mission.

II Patterns of Dissemination

In order to grasp the problem of intelligence dissemination it will be useful to examine the five principal patterms which result from the fulfillment of dissemination requirements. These are: upward dissemination, downward dissemination, lateral dissemination, external and internal dissemination. Each will be discussed separately. The normal processing of raw information into the finished intelligence product involves upward dissemination through successive stages. Reports from the field are collated and evaluated and passed on to those engaged in research and analysis. In order to fully develop the intelligence potential of research on related subjects there must be an integration of selected material which may then be applied to various aspects of the current intelligence problem. Before the resulting conclusions can be called finished intelligence they must be brought together and finally synthesized for the consumer. Having been processed to the top of the intelligence ladder much of such material starts downward on a briefing mission through various echelons of the intelligence community in Washington and is disseminated overseas to diplomatic missions and military commands for application to operational problems. Lateral dissemination occurs either in the field or at Headquarters when it is desired to reach, more or less simultaneously, a number of dispersed intelligence consumers of comparable operational status. This report from Singapore, for example, informs the Department of State that copies have been dispatched by pouch to US Missions at London, Bangkok, Manila, New Delhi, Karachi, Rangoon, Djakartha, Saigon and Hongkong. Lateral dissemination in Washington occurs at all working levels within the IAC complex and includes the exchange of information between "opposite numbers" in different agencies. External dissemination occurs when an intelligence agency has collected or produced intelligence pertinent to the mission of one or more other agencies. For example, the Department of State reguarly disseminates political and economic information collected abroad by the Foreign Service to some 19 government agencies and serves many others on an intermittent basis. Finally, there is the pattern of Internal dissemination to Offices, Bureaux or Divisions within a single agency having a legitimate need to review the information although the purposes for which they need it may differ widely.

III Media for Dissemination

Now let us consider the media generally used for the dissemination of intelligence. Raw intelligence is channeled by means of brief field reports to a headquarters staff for evaluation. The evaluated reports are

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disseminated on a "need-to-know" basis to analysts who collate them with other material of the same nature. The product is disseminated in the form of Intelligence Summaries, Digests or Reviews. Research is undertaken by political, economic, scientific and technical specialists who further develop the intelligence potential of available information. The resulting intelligence product is put into the form of Technical or Staff Studies sometimes called provisional analyses and then forwarded..... To top level staffs concerned with the production of finished intelligence such as the National Intelligence Surveys and the National Intelligence Estimates. The most direct form of intelligence dissemination is, of course, the oral briefing. This is usually delivered to a selected group of intelligence consumers by an expert on a given subject who stands before a map, chart or other device in a closely guarded "situation room".

A discussion of media for intelligence dissemination would be incomplete without mention of the air dropped leaflet. This might be appropriately termed "The medium of last resort". Although usually associated with propaganda or psychological warfare, the air dropped leaflet is a valid emergency medium for the dissemination of intelligence. Before the reoccupation of Burma in 1944 leaflets were dropped over enemy held territory on a regular weekly schedule by the US 10th Air Force and the RAF Bengal Command to inform a native underground movement of Axis defeats and prepare it for collaboration with advancing allied forces.

IV. Dissemination Controls

"How", you may ask, "is the disseminator to know what material should be sent to other agencies?" He has recourse to three sources of information. First — the Standing Collection Guides which are compiled by each intelligence agency and furnished to the disseminating units of other agencies. These deal with general subjects by category rather than individual items of intelligence interest. Second — Special Collection Requirements. These are requests for information of a very specific nature. They are filed by the disseminator for reference until such time as the collection request has been satisfied or cancelled. The third source of guidance for the Disseminator is the liaison officers of his own agency who are conversant with the day-to-day intelligence needs of the other agencies to which they are accredited.

V. Dissemination Practices

Each intelligence agency with field collection facilities maintains a dissemination unit which distributes intelligence material to appropriate offices within the agency and exchanges such material with similar units in other agencies. This important function is carried out in CIA by the Office of Collection and Dissemination (OCD). There are certain dissemination practices which are common to all intelligence agencies. For example, the Department of State, the Defense Departments and CIA all provide within their dissemination units experienced liaison officers who are fully accredited security wise and who meet with liaison officers of the other

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intelligence agencies in order to insure coordination of dissemination activities.

Another common practice is the maintenance of a Reading Panel by each intelligence agency within its dissemination unit. The function of the Reading Panel is to screen and select items of intelligence interest from incoming material gathered by the agency's field collectors, which may be of value to other intelligence agencies. To insure that its own needs are properly satisfied, each agency (CIA excepted) provides representatives to sit on the Reading Panels of other intelligence agencies. In order to protect its covert collection sources, CIA does not permit representatives of other agencies to scrutinize incoming communications which have not yet been processed. CIA moreover, needs no representation on other Reading Panels because, as the principal coordinator of intelligence for the Government, it automatically receives copies of all incoming intelligence reports. Intelligence produced by CIA is disseminated to the other agencies on a highly restricted basis predicated on their "need-to-know", for the better accomplishment of their particular missions.

VI. Special CIA Facilities

CIA has developed special facilities for expediting the dissemination process and for retrieving documents already distributed, to satisfy the research requirements of intelligence analysts. Every incoming document is assigned a Control number which is typed onto a blank paper multilith plate. Full document identification data is added. For example: The source, the source's report number and date of transmission; the geographic area reported on; the subject or short title of contents; the date of the information; the number of pages in the report and the number of enclosures, if any; also the security classification; the date received in CIA and the number of copies received. The multilith plate is then passed to a document analyst who may add a summary of contents. The plate is now routed to a Disseminator on the Reading Panel who indicates those offices, division or branches within CIA to which the document should be sent. He also decides whether copies should be disseminated to any of the other intelligence agencies.

The document in question has now been fully identified and processed for dissemination. The multilith plate is used to print all this information onto a set of blank IBM cards. The data is also coded and punched on the lower half of the cards. One of these printed IBM cards is placed in the Machine Records master file. One card is stapled to each copy of the actual document. Upon dissemination the card may be detached and retained in the files of the analyst. If a single document is to be circulated to three different desks within the agencies, three IBM cards would be attached enabling each desk to retain a record of the item.

If an analyst wishes to locate a certain document and knows the control number he may call the library by phone. But should he wish to review all available documents on a given subject he may locate them by requesting the library to order what is called a machine run. He must first consult the Intelligence Subject Code Index. Each subject arranged alphabetically, is assigned a three digit number with a maximum of three

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decimals. Let us assume for example that the inquiry concerns the latest

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control cards on all documents recorded by CIA having a bearing on the subject. The analyst will then review these cards and refer to the library the control numbers of those documents he wishes to see. Should he wish to retain in his files a complete record of the machine run the analyst will request that a "continuous tape" be furnished. On this paper tape will be reproduced photographically in sequence the data appearing on all the IBM cards extracted from the master file. The analyst has thus fully exploited the files of the Central Intelligence Agency which contain reports dating back for a number of years and represent the collection efforts of all the Intelligence Agencies of the Government.

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